

COMPLIANCE CHECKLIST

► Outpatient Infusion Facilities

The following Checklist is for plan review of clinic and hospital outpatient facilities, and is derived from the AIA Guidelines for Design and Construction of Health Care Facilities, 2006 Edition (specific sections indicated below), appropriately modified to respond to DPH requirements for projects in Massachusetts which include Hospital Licensure Regulations 105 CMR 130.000, Clinic Licensure Regulations 105 CMR 140.000 and Department Policies. Applicants must verify compliance of the plans submitted to the Department with all the requirements of the AIA Guidelines, Licensure Regulations and Department Policies when filling out this Checklist. The completed DPH Affidavit Form must be included in the plan review submission for Self-Certification or Abbreviated Review Part II. A separate Checklist must be completed for each outpatient department.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- State Building Code (780 CMR).
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board Regulations (521 CMR).
- Local Authorities having jurisdiction.

Instructions:

1. The Checklist must be filled out completely with each application.
2. Each requirement line (____) of this Checklist must be filled in with one of the following checklist symbols, unless otherwise directed. If an entire Checklist section is not affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (____) before the section title (e.g. E EXAM ROOMS). If more than one space serves a given required function (e.g. exam room), two checklist symbols separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

- | | |
|--|---|
| <p>X = Requirement is met, for new space, for renovated space, or for existing support space for an expanded service.</p> <p>E = Requirement relative to an existing suite or area that has been <i>licensed</i> for its designated function, is <i>not affected</i> by the construction project and <i>does not pertain to a required support space</i> for the specific service affected by the project.</p> | <p><input checked="" type="checkbox"/> = Check box under section titles or individual requirements lines for optional services or functions that are not included in the health care facility.</p> <p>W = Waiver requested for Guidelines, Regulation or Policy, where hardship in meeting requirement can be proven (please complete Waiver Form for each waiver request, attach 8½" x 11" plan & list the requirement reference # on the affidavit).</p> |
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3. Mechanical, electrical & plumbing requirements are only partially mentioned in this checklist. Section **3.1-7** of the Guidelines must be used for project compliance with all MEP requirements and for waiver references.
4. Requirements referred to as "Policies" are DPH interpretations of the AIA Guidelines or of the Regulations.
5. Reference to a requirement from the AIA Guidelines in any waiver request must include the chapter number (e.g. "**3.2-**") and the specific section number.

Facility Name:

.....

Facility Address:

.....

Satellite Name: (if applicable)

.....

Satellite Address: (if applicable)

.....

Project Description:

.....

Building/Floor Location:

.....

Submission Dates:

Initial Date:

Revision Date:

Note: All room functions marked with "X" must be shown on the plans with the same name labels as in this checklist.

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS****3.1-1.4** ENVIRONMENT OF CARE

1.4.1 ☐ Design ensures patient acoustical & visual privacy

3.1-1.6 FACILITY ACCESS

1.6.2 ☐ Building entrance
☐ grade level
☐ clearly marked
☐ access separate from other activity areas
 1.6.3 ☐ Design precludes unrelated traffic within the facility

3.2-1.3.1 PARKING

☐ Parking spaces for patients & family
☐ at least two parking spaces for each examination & treatment room
☐ one space for each of the maximum number of staff persons on duty at any one shift
 (information must be provided in Project Narrative)

3.1-2 EXAM ROOM

2.1.1(1) ☐ Min. 80 sf (excluding vestibules & fixed casework)
 (2) ☐ Min. clearance 2'-8" on sides & foot of exam table
 2.1.1.3 ☐ Documentation space with charting counter

☐ Handwashing station
☐ Vent. min. 6 air ch./hr
☐ Portable or fixed exam light
☐ Min. 2 el. duplex receptacles

Policy ☐ TREATMENT AREA

☐ Open area
☐ Separate from administrative & waiting areas
☐ Provisions for privacy for each patient
☐ Min. 80 sf per individual patient treatment area
☐ Min. 4'-0" space between treatment chairs

☐ Handwashing stations
☐ min. 1 station per 4 chairs
☐ uniformly distributed
☐ Min. 6 air ch./hr

3.1-2.1.7 SUPPORT AREAS

2.1.7.1 ☐ Nurse station
☐ work counter
☐ space for supplies
☐ provisions for charting
 2.1.7.2 ☐ Drug distribution station
☐ supervised by nurses station
☐ work counter
☐ refrigerator
☐ locked storage for biologicals & drugs
6.1.5.8 ☐ Preparation of IV solutions
☐ check if service not included in facility
☐ sterile work room with laminar-flow work station for product protection
☐ anteroom

☐ communication system

☐ Handwashing station

Policy

☐ HEPA filters & pressure gauge at laminar flow work station
☐ Handwashing station

2.1.7.3

☐ Sterilizing facilities
☐ on-site **or** ☐ off-site
☐ sterilizing area (within ☐ all clean & sterile
☐ soiled workroom or ☐ supplies are disposable
☐ clean workroom)

2.1.7.4

☐ Clean storage
☐ separate room or closet for storing clean & sterile supplies in addition to cabinets & shelves

☐ Vent. min. 4 air ch./hr

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

- 140.204/
2.1.7.5
2.1-2.3.8.1
- ☐ Soiled workroom **or** ☐ Soiled holding room
☐ clinical flushing-rim sink ☐ patient care does not involve disposing of fluid waste
☐ work counter
☐ space for holding soiled linen & solid waste
- 2.1.7.6 ☐ Wheelchair storage
☐ out of the direct line of traffic
- 2.1.8.1 ☐ Toilet for patient use
☐ separate from public toilets
☐ located to permit access from patient care areas without passing through public areas
- 3.1-2.3** ☐ LABORATORY
2.3.1 ☐ Work counter
2.3.3.1 ☐ Storage cabinet
2.3.3.2 ☐ Specimen collection facilities
(1) ☐ water closet & lavatory
- (2) ☐ blood collection facilities
☐ seating space
☐ work counter
- 3.2-2.4** ☐ SPECIMEN STORAGE
☐ facilities for storage & refrigeration of blood, urine & other specimens
- 3.1-3** ☐ SERVICE AREAS
3.1.1 ☐ Housekeeping rooms
3.1.1.1 ☐ at least one housekeeping room per floor
3.1.1.2 ☐ storage for housekeeping supplies & equipment
3.2 ☐ Engineering services & maintenance
(may be shared with other departments or building tenants)
3.2.1 ☐ equipment room for boilers, mechanical equipment & electrical equipment
3.2.2 ☐ equipment & supply storage
3.3.1.1 ☐ waste collection & storage
- 3.1-4.1** ☐ PUBLIC AREAS
3.1-4.1.1 ☐ Building entrance
☐ accommodates wheelchairs
3.2-3.1.1.3 ☐ convenient to parking
☐ accessible via public transportation
3.2-3.1.1.2 ☐ separate entrance **or** ☐ shared lobby or elevators
☐ to outpatient facility ☐ handicapped access to outpatient facility
☐ from outside grade ☐ access route separate from unrelated occupied areas
☐ access route separate from service areas of the outpatient facility
- ☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Lab sink
☐ Handwashing station
- ☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Handwashing station
☐ Vent. min. 6 air ch./hr
- ☐ Floor service sink
☐ Vent. min. 10 air ch./hr (exhaust)

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

- 3.2-3.1.2.1** ☐ Reception & information counter or desk
☐ visual control of outpatient suite entrance
☐ immediately apparent from outpatient suite entrance
- 3.1.3** ☐ Waiting area ☐ Vent. min. 6 air ch./hr
- 3.1.3.1** ☐ under staff control
- 3.1.3.2** ☐ at least two seating spaces for each examination & treatment room
- 3.1.3.4** ☐ space for individuals on wheelchairs
- 3.1.3.3** ☐ Pediatrics service **or** ☐ No pediatrics service
☐ separate, controlled waiting area for pediatric patients
- 3.1-4.1.4** ☐ Public toilets ☐ Handwashing station
☐ conveniently accessible from the waiting area ☐ Vent. min. 10 air ch./hr (exhaust)
☐ access separate from patient care or staff work areas
- 4.1.5** ☐ Telephone for public use
☐ pay phone or wall-hung standard phone (local calls)
☐ conveniently accessible
- 4.1.6** ☐ Provisions for drinking water
☐ conveniently accessible
- 4.1.7** ☐ Wheelchair storage
☐ conveniently accessible
- 3.2-3.2** ☐ ADMINISTRATIVE AREAS
- 3.1-4.2.1** ☐ Interview space
☐ provisions for privacy
- 3.1-4.2.2** ☐ General or individual offices for professional staff
- 3.2-3.2.1.1** ☐ Administrative office
☐ provisions for privacy
- 3.2-3.2.1.2** ☐ Clerical space
☐ separate from public areas
- 3.2-3.2.3** ☐ Multipurpose room
☐ adequate for conferences, meetings & health education
- 3.2-3.2.4** ☐ Medical records
☐ filing cabinets & space for secure patient records storage
☐ provisions for ready retrieval.
- 3.2-3.2.5** ☐ Administrative supply Storage
- 3.2-3.2.6** ☐ Support areas for staff
☐ staff toilet ☐ Handwashing station
☐ staff lounge ☐ Vent. min. 10 air ch./hr (exhaust)
- 3.1-4.2.5** ☐ storage for staff personal effects
☐ locking drawers or cabinets
☐ convenient to individual workstations
☐ located for staff control

GENERAL STANDARDS**DETAILS AND FINISHES (3.1-5.2)****Corridors (5.2.1.1)**

- ___ Min. outpatient corridor width 5'-0"
- ___ Min. staff corridor width 44"
- ___ Fixed & portable equipment recessed does not reduce required corridor width
- ___ Work alcoves include standing space that does not interfere with corridor width
 - ☐ check if function not included in project

Ceiling height (5.2.1.2)

- ___ Min. 7'-10", except:
 - ___ 7'-8" in corridors, toilet rooms, storage rooms
 - ___ sufficient for ceiling mounted equipment
- ___ Min. clearance 6'-8" under suspended pipes/tracks

Exits (5.2.1.3)

- ___ Two remote exits from each floor

Doors (5.2.1.4)

- ___ Doors for patient use min. 3'-0" wide

Glazing (5.2.1.5):

- ___ Safety glazing or no glazing within 18" of floor

Handwashing stations locations (5.2.1.6)

- ___ located for proper use & operation
- ___ sufficient clearance to side wall for blade handles

Floors (5.2.2.2)

- ___ floors easily cleanable & wear-resistant
 - ___ washable flooring in rooms equipped with handwashing stations (Policy)
 - ___ wet-cleaned flooring resists detergents
- ___ Thresholds & expansion joints flush with floor surface (5.2.1.7)

Walls (5.2.2.3)

- ___ wall finishes are washable
- ___ smooth & moisture resistant finishes at plumbing fixtures

ELEVATORS

- | | | |
|---|----|--|
| <ul style="list-style-type: none"> ___ Provide at least one elevator in multistory facility <ul style="list-style-type: none"> ___ wheelchair accessible ___ each elevator meets requirements of 3.1-6.2 | or | <ul style="list-style-type: none"> ___ Each floor has an entrance located at outside grade level or handicapped accessible by ramp from outside grade level |
|---|----|--|

PLUMBING**Handwashing station equipment**

- ___ handwashing sink
- ___ hot & cold water supply
- ___ soap dispenser
- ___ hand-drying provisions

Sink controls (1.6-2.1.3.2)

- ___ wrist controls or other hands-free controls at all handwashing sinks
- ___ blade handles max. 4½" long

MECHANICAL ((3.1-7.2)

- ___ Ventilation airflows provided per Table **2.1-2**
- ___ Exhaust fans located at discharge end (7.2.5.3(1)(c))
- ___ Fresh air intakes located at least 25 ft from exhaust outlet or other source of noxious fumes (7.2.5.4(1))
- ___ Contaminated exhaust outlets located above roof (7.2.5.4(2))
- ___ Ventilation openings at least 3" above floor (7.2.5.4(4))
- ___ At least one 30% efficiency filter bed per Table **3.1-1**